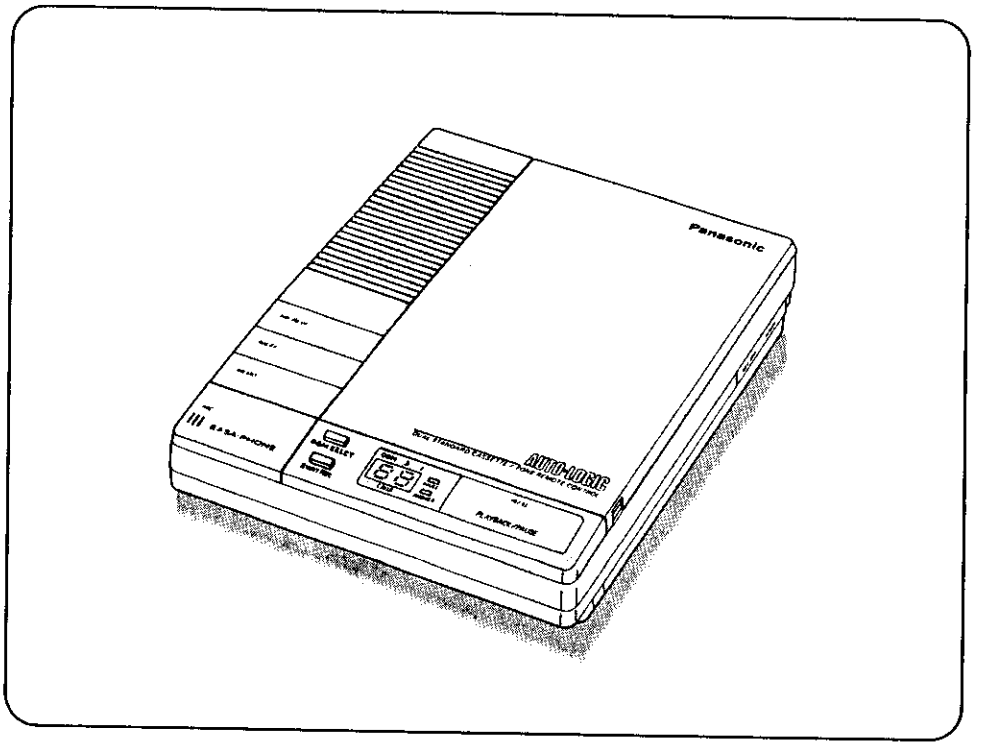
Operating Instructions

AUTOMATIC TELEPHONE
ANSWERING SYSTEM

EASA-PHONE

Model No. **KX-T1455BA**



AUTO-LOGIC

Panasonic

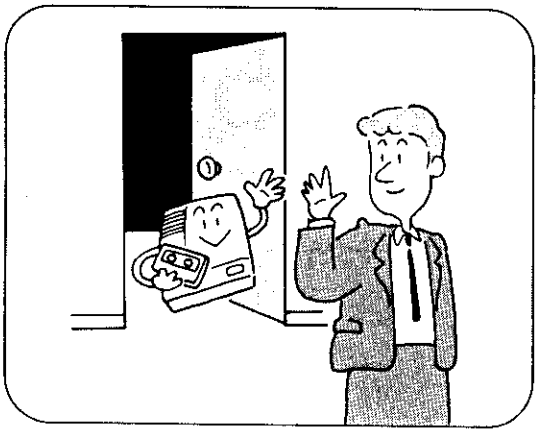
Please read before use.

Introduction

Thank you for purchasing the Panasonic Telephone Answering System.

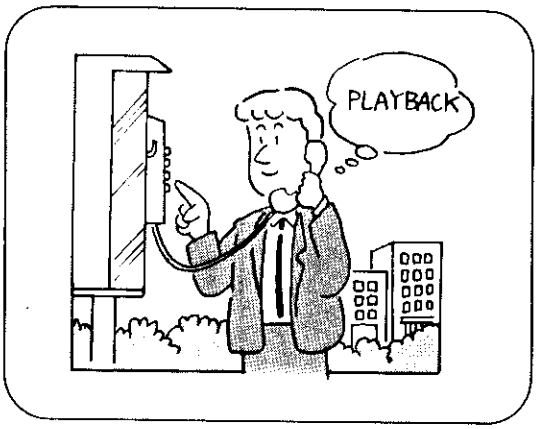
This unit can accommodate two Outgoing Messages (OGMs).

You can use the unit to:



- Answer calls and record messages when you cannot answer the telephone or do not want to be disturbed
- Monitor (screen) calls
- Record telephone conversations and memo messages

By using the advanced remote-control features of your unit, you can also:



- Call in from a touch tone telephone to listen to your messages
- Record new Outgoing Messages even when you are away from your unit
- Leave messages when you are away from your unit

We recommend that you read these Operating Instructions all the way through before you set up and use your Answering System.

Accessories

AC Adaptor	one
Telephone Line Cord	one
Outgoing Message Tape	one
Incoming Message Tape	one

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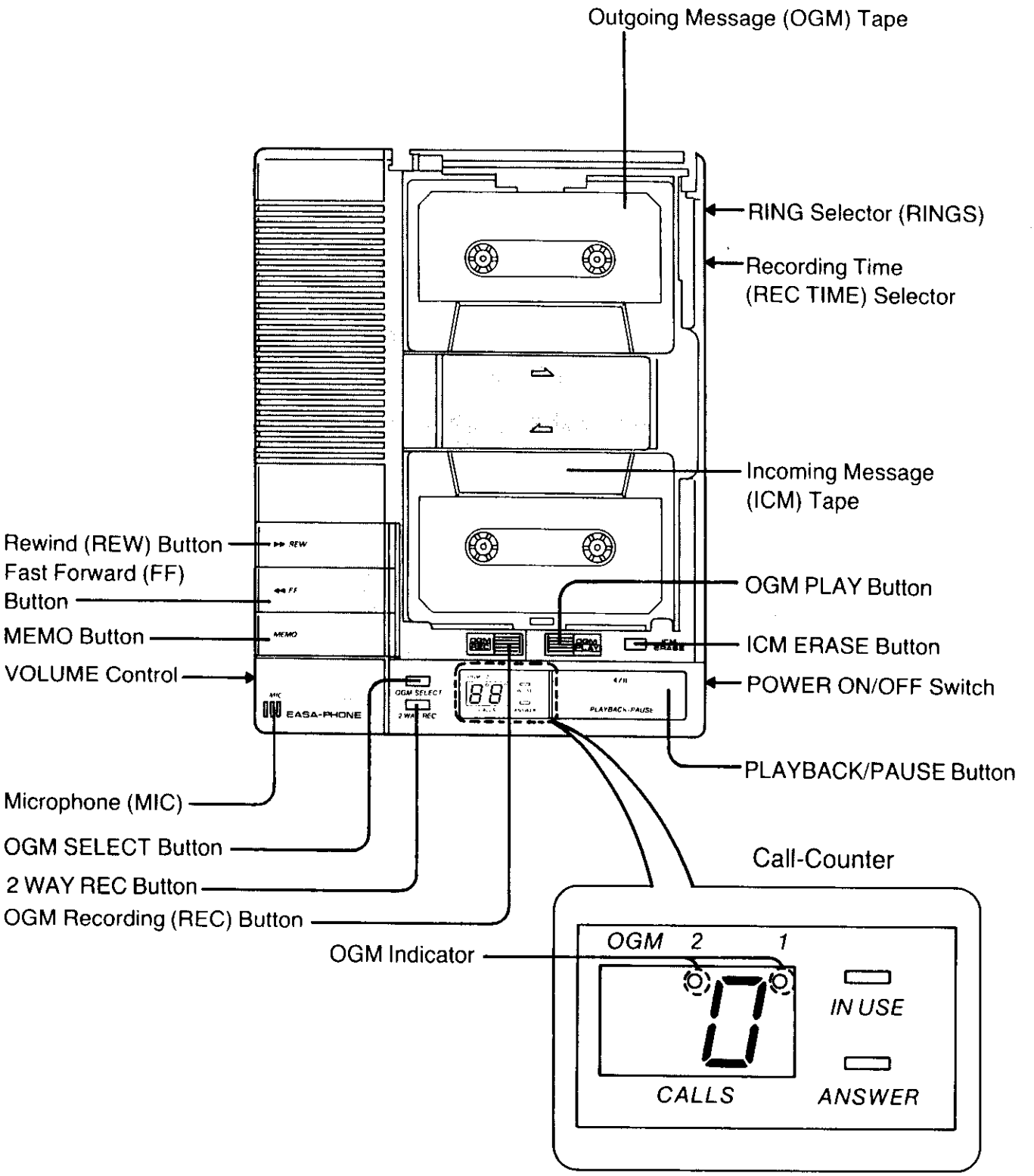
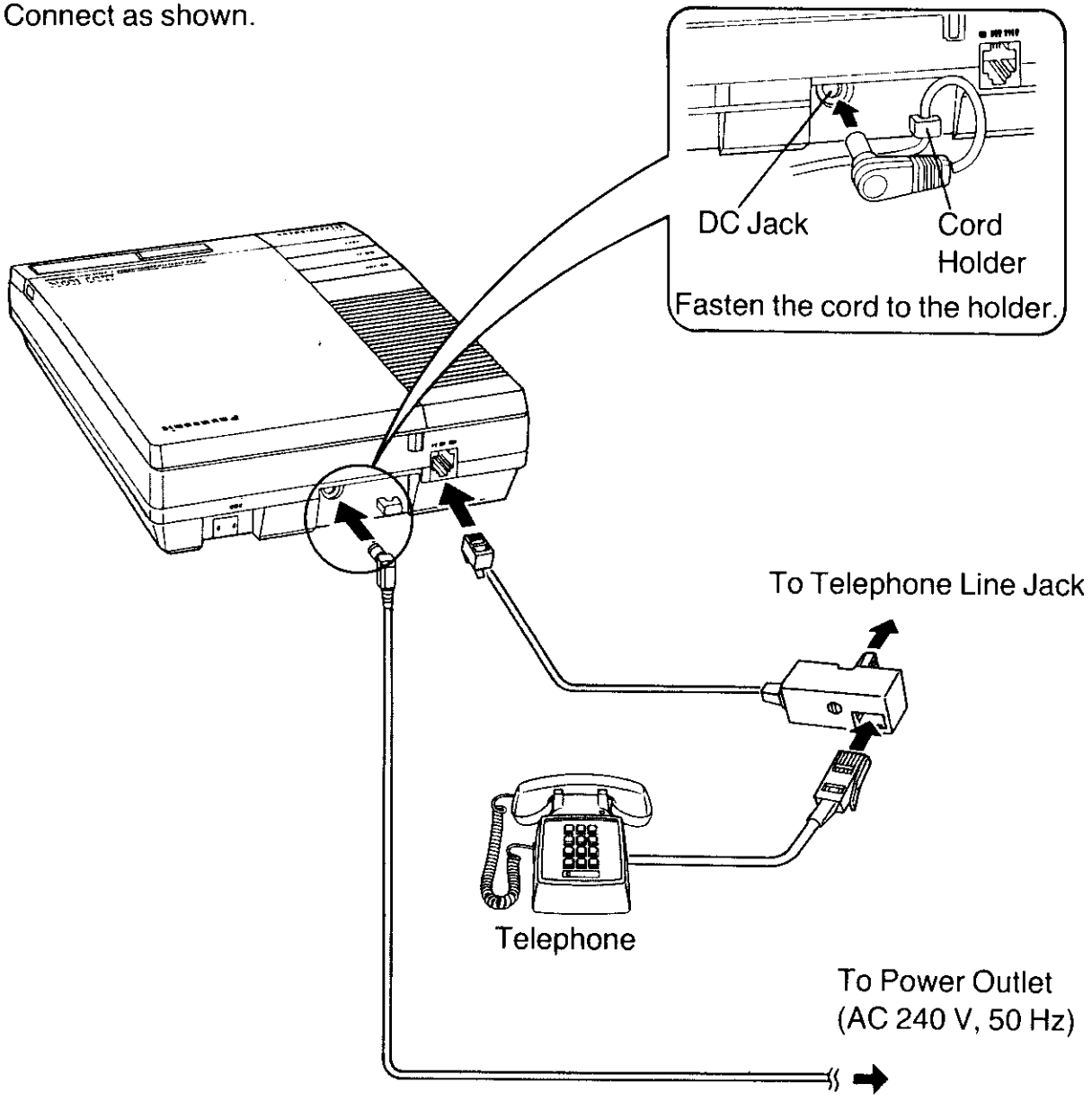
Location of the Controls



Connection

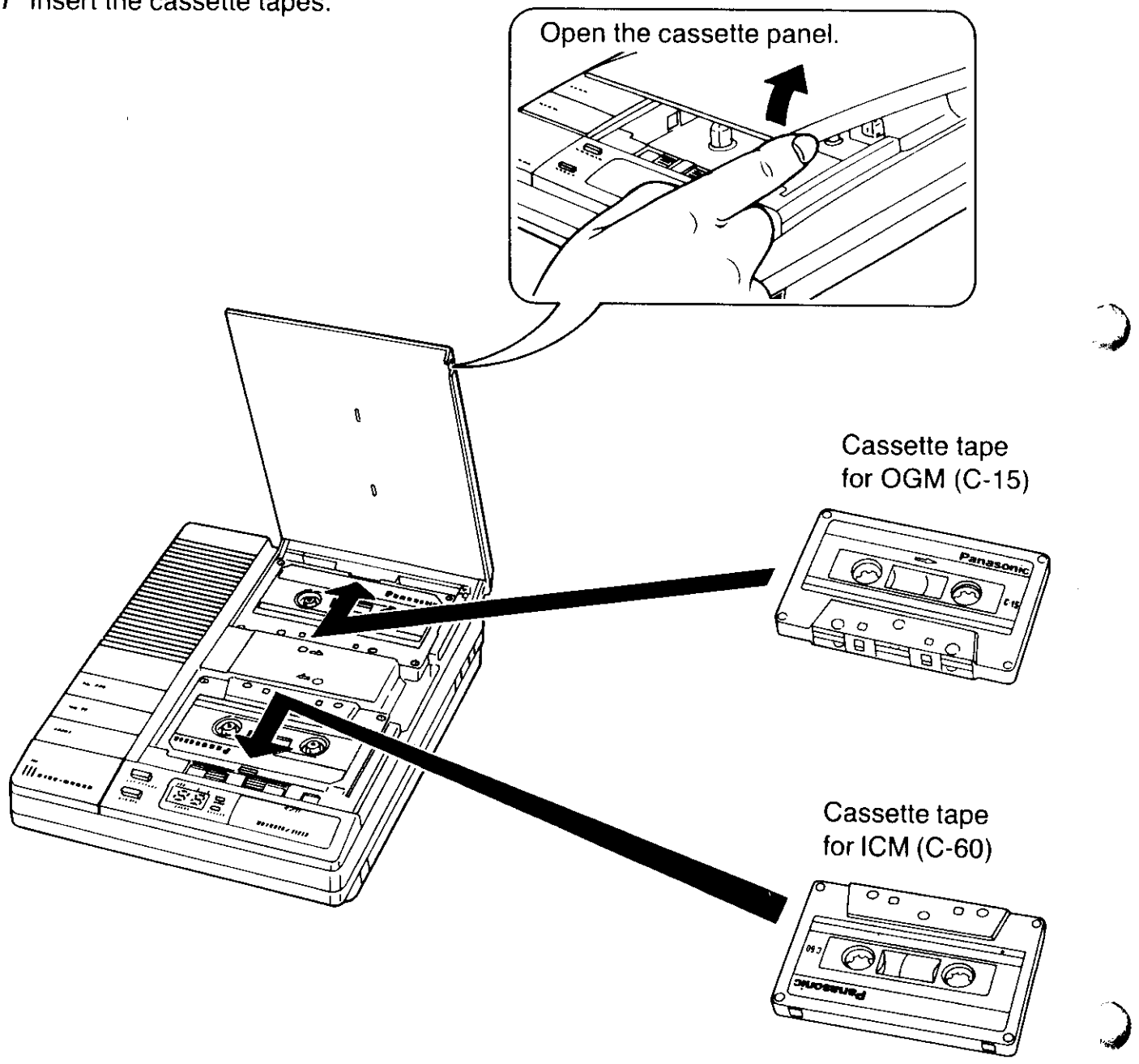
Connect as shown.

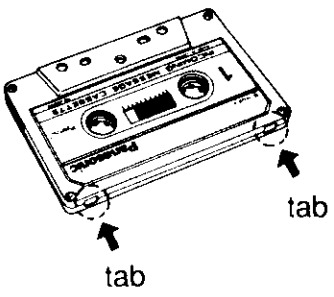


- For the best results, use the included telephone cord.
- If you cannot connect this unit to your telephone line, consult your dealer.
- Use only the Included AC Adaptor. (KX-A07BA or KX-A11BA)

Cassette Tape Installation

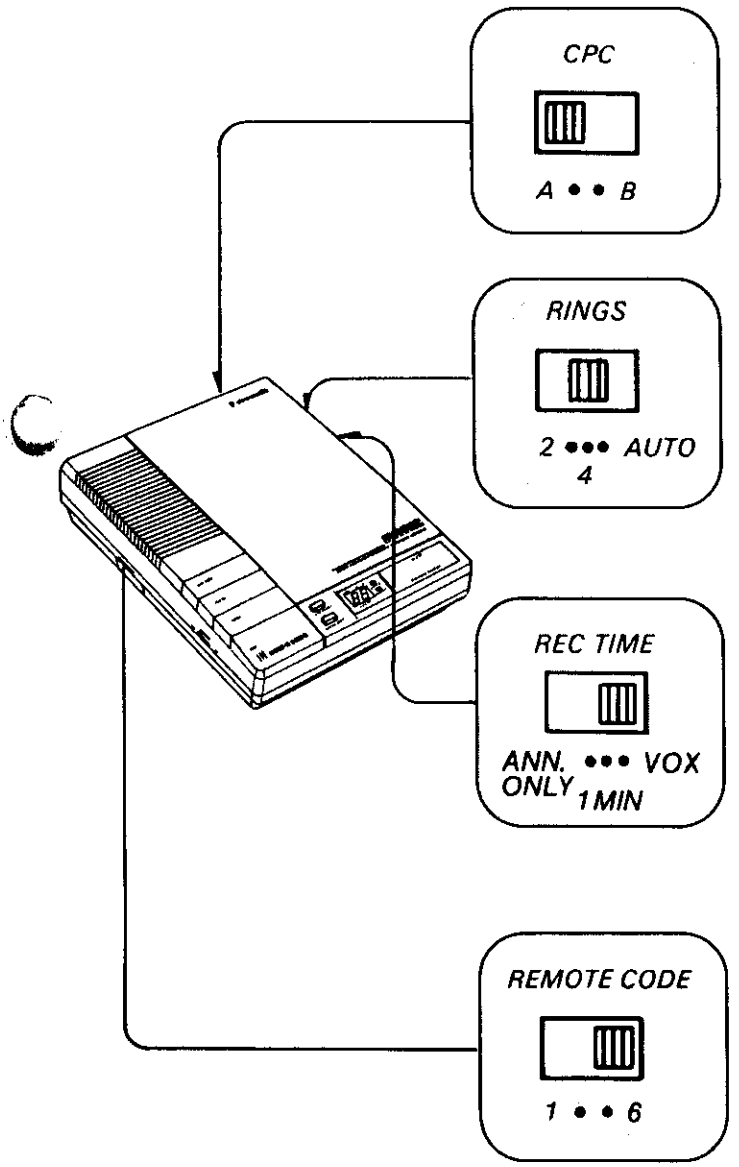
1 Insert the cassette tapes.





The tape can be erased even if the record-prevention (knock-out) tabs have been removed.

Initial Settings



Calling Party Control (CPC) Setting

Set to "A". (no call waiting service line.)
If you have call waiting service or some Incoming Messages are interrupted, set to B.

Number of Rings

- 2 . . . . . The unit will answer a call on the second ring.
- 4 . . . . . The unit will answer a call on the fourth ring.
- AUTO . . See **"Toll Saver"**.

Recording Time Selector

- VOX . . . The unit will record for as long as the caller speaks.
- 1 MIN . . The unit will record up to 1 minute.
- ANN. ONLY . . .
  The unit will play back the OGM only and will not record any callers' messages.

Remote Code

The remote code number is made up of 2 digits. The first digit is factory preset, and the second digit is selectable.
For setting your remote code, see page 17.

Toll Saver

The TOLL SAVER feature lets you avoid a toll charge when you call your unit and no messages have been recorded.

1 Set the number of rings to **AUTO**.
- If the unit does not pick up on the third ring, hang up immediately. This means you have no messages and you have saved a toll charge.

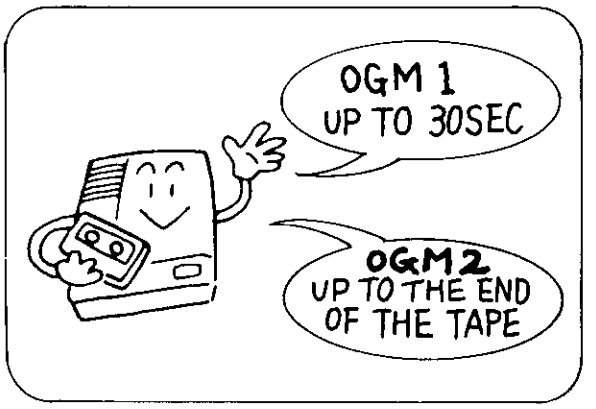
■ The unit picks up **on the second ring:**
It means that at least one message has been recorded.

■ After you have played back all the messages from a remote phone, **the unit will pick up the next call on the fourth ring**. If the unit picks up on the second ring, it means that at least one new message has been recorded.

Recording an Outgoing Message (OGM)

Before operating your unit, you must record the Outgoing Message (OGM). The OGM will inform the calling party of your absence and will ask to leave a message.

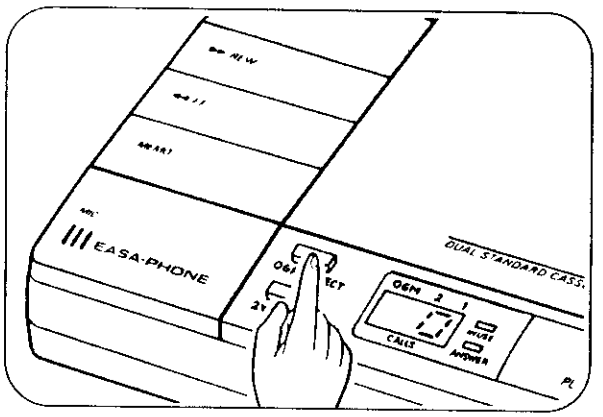
■ You can record two OGMs.



- **OGM 1**'s recording time is limited to 30 seconds. So you may leave a short message.
- **OGM 2** is an extended OGM and its recording time may be any length up to the end of the tape. So you can leave any kind of message you like, for example, advertisement for your company.
- You can see which OGM is selected from the OGM indicator.

Selecting the OGM Mode 1 or 2

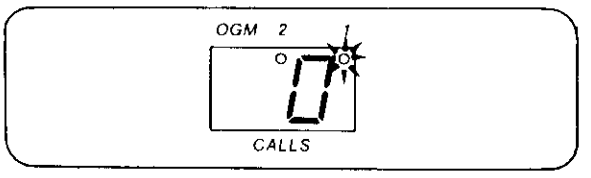
The message is recorded or played depends on the selection of OGM 1 or 2.
The OGM mode will change alternately everytime you press the OGM SELECT button.



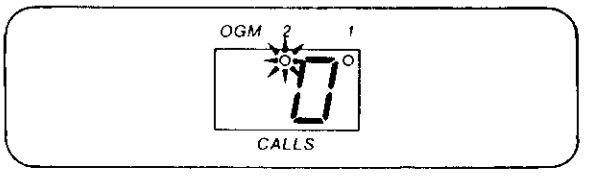
1 Press **OGM SELECT**.

- The selected OGM's indicator will flash first, then it will switch to a steady light after the OGM has been reset.

■ You can see which OGM is selected from the OGM indicator.



- Now OGM 1 is selected.



- Now OGM 2 is selected.

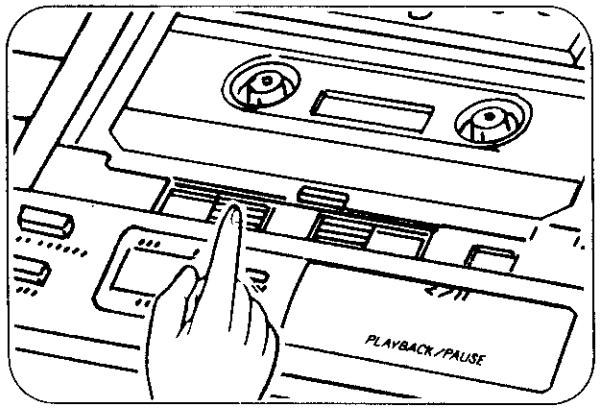
■ After selecting the OGM 1 or 2, proceed to "Recording the OGM" on page 8.

Recording the OGM

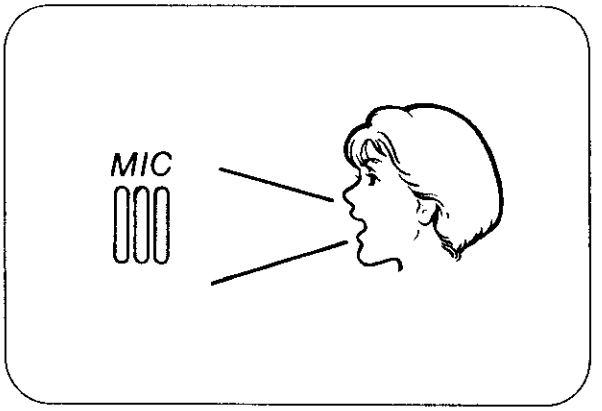
Be sure that your desired OGM's indicator is lit. (Refer to "Selecting the OGM Mode 1 or 2" on page 7.)

OGM 1: Recording time is up to 30 seconds.
If you do not finish recording within 30 seconds, the unit will automatically stop recording.

OGM 2: Recording time may be any length up to the end of the tape.

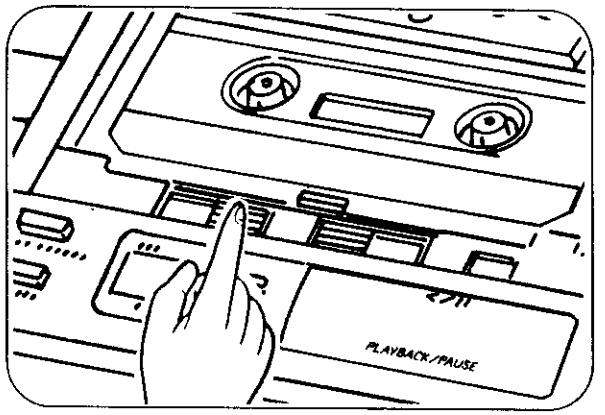


1 Press **OGM REC** until a long beep is heard, then release it.



2 After the long beep, speak **clearly and loudly** into the microphone (MIC), from **approximately 20 cm (8") away**.

- The Call-Counter will show; "0" → "1" → "2" → ... .
- **Do not pause for over 2 seconds while recording.**



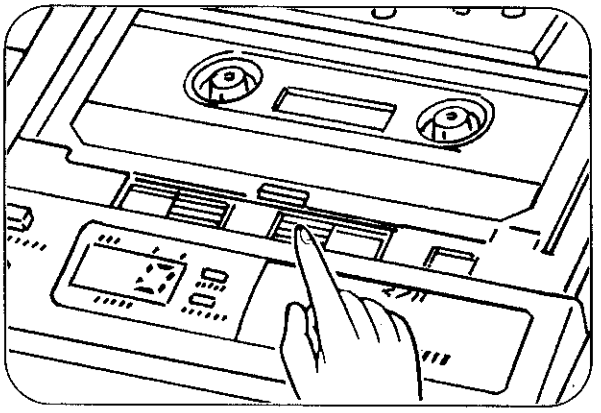
3 When recording is finished, press **OGM REC** again.

- The unit will rewind the tape to the beginning, and will be ready for recording incoming calls.

■ **If you pause for over 2 seconds while recording,** you will hear a series of warning tones (6 beeps) and the unit will rewind the tape. If this happens, start with step 1 again after the unit stops rewinding.

Checking Your OGM

You can check your OGM at any time.
After selecting the OGM mode (1 or 2) that you want to check.



1 Press **OGM PLAY**.

- To cancel the operation during playback, press the **OGM PLAY** button again.

NOTE:

- The unit will automatically change to the Answer mode 7 seconds after completing the OGM recording or checking. At this time, the ANSWER indicator will light.
- **Answer mode:**
  When a call is received, the unit will automatically answer and record Incoming Messages on the ICM tape.

SAMPLE OGMS

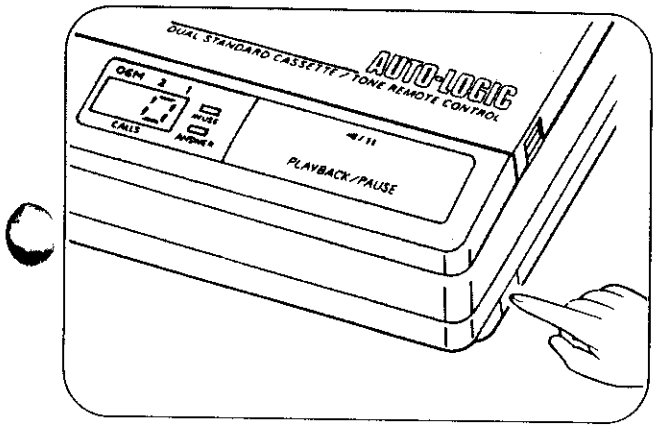
1. "This is the Panasonic (your name or business) Sales Company. We are glad that you called but our office will open at 9 o'clock in the morning. If you leave a message, including your name and telephone number after the beep, we will return your call as soon as we can. Thank you."
2. "Hello, this is (your name, business and/or telephone No.).
   I am sorry I am not here to speak to you at the moment. Please leave a message after the beep. **You have up to 1 minute for recording.** Thank you."
3. "Hello, this is the Smith residence. Sorry to miss your call, but we can't come to the phone right now. If you call back tomorrow, we'll be happy to talk to you. Thanks."

NOTE:
The unit may be set to record an unlimited incoming message in the "VOX" position, an incoming message limited to 1 minute "1 MIN" position or to announce only and not record any incoming messages "ANN. ONLY" position of the Recording Time Selector switch. The 3 sample OGMs above correspond to these 3 conditions.

Setting Prior to Leaving

Recording the Callers' Messages

Confirm that **the Call-Counter shows "0"**. (The unit is turned on.)
If the unit is not turned on:



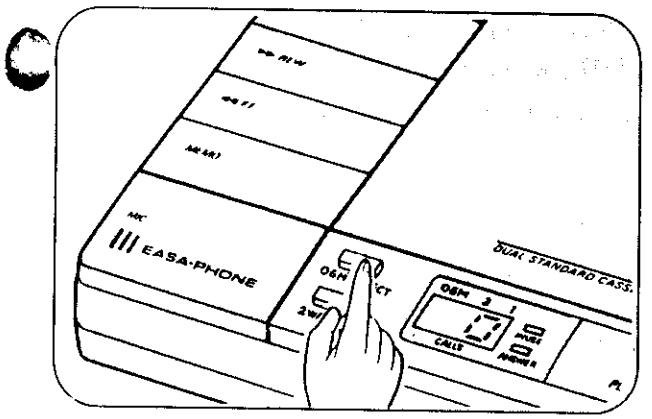
1 Press **POWER ON/OFF** to turn the unit on.

- After 7 seconds, the ANSWER indicator will light, the Call-Counter will show "0".
- The unit will be ready for recording incoming calls.

- When you want to inform your OGM but do not want to record the callers' messages, set the **Recording Time selector** to **"ANN. ONLY"**. (See page 6.)
- If you do not want the unit to answer the call, press the **POWER ON/OFF** switch to turn the unit **OFF**.

Selecting the OGM Mode 1 or 2

Which message is played is depending on selection of the OGM 1 or 2.



1 Press **OGM SELECT**.

- The selected OGM's indicator will flash at first, then switch to a steady light when the OGM tape is reset.

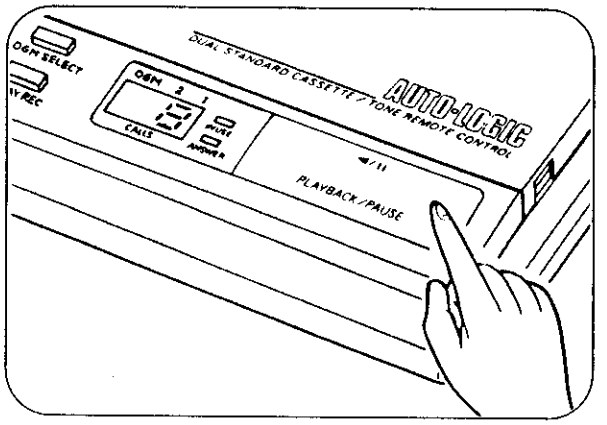
- To prepare the ICM tape, refer to "After Listening to the Messages" on page 12.

Listening to the Recorded Messages

- When an Incoming Message has been recorded, the Call-Counter will show the number of calls received and the Answer indicator will flash.
- In case of power interruption, the Call-Counter will show "--" and the OGM mode will remain the same after the power is restored.

AUTO-LOGIC (One-Touch Operation):
At the touch of the **PLAYBACK/PAUSE** button, the unit will automatically rewind and play back all the recorded messages. At the end of the last message, you will hear 3 beeps. After 7 seconds, the unit will reset itself to the Answer mode. All calls will be automatically saved.

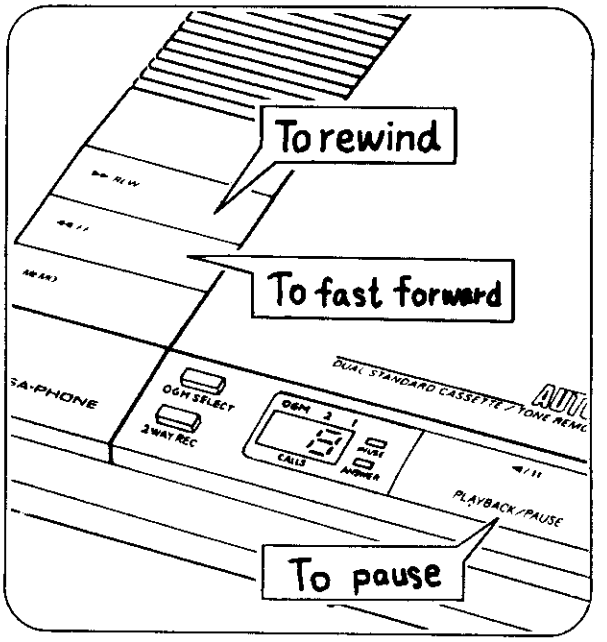
Listening to the Messages



1 Press **PLAYBACK/PAUSE**.

- The playback volume is adjustable using the VOLUME control (left side of unit).

While Listening to the Messages



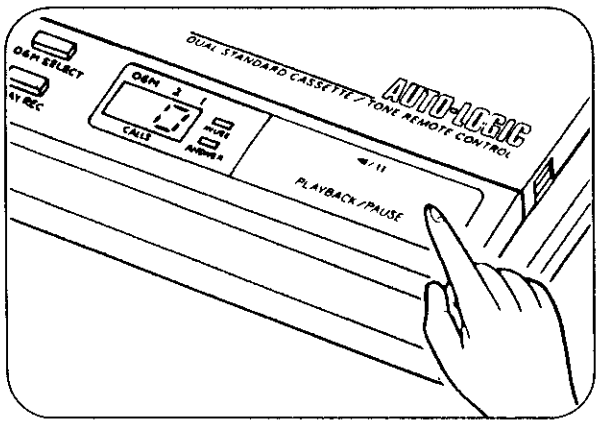
■ To stop the tape temporarily, press the **PLAYBACK/PAUSE** button.
The IN USE indicator will flash. The tape will pause until you restart it by pressing the button again.

■ To rewind the tape, press the **REW** button.

■ To fast forward the tape, press the **FF** button.

NOTE:
If you want the unit to stop rewinding or fast forwarding the tape, press the PLAYBACK/PAUSE button. The unit will play back the tape from the point you press the button.

Re-playing Back All the Messages



1 Wait until the ANSWER indicator is lit after playing back all the messages.

2 Press **PLAYBACK/PAUSE**.

- The unit will play back all the recorded message again.

■ If you press the PLAYBACK/PAUSE button before the ANSWER indicator is lit by mistake, press the REW button to rewind the tape. Within 7 seconds after rewinding, press the PLAYBACK/PAUSE button to re-play back all the messages.

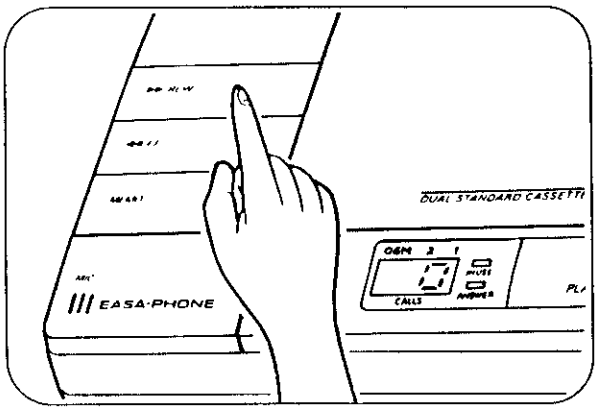
After Listening to the Messages

After reviewing the ICM, the unit will automatically reset itself to the Answer mode.

To Record after the Last Message

Confirm that the Call-Counter shows "0", then leave the unit as it is.
- The old messages are automatically saved.

To Record from the Beginning of the Tape

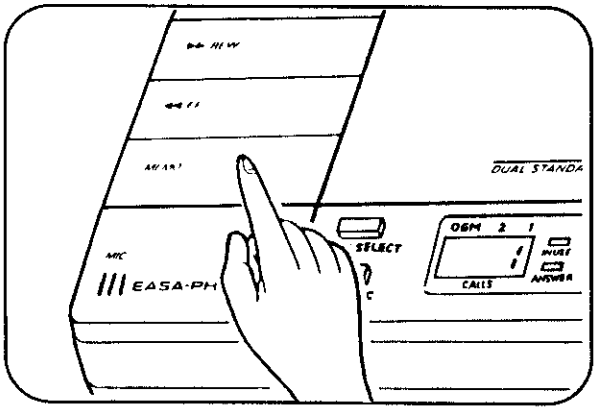


1 Press **REW**.

- The unit will rewind to the beginning, and future messages will be recorded over the old messages.

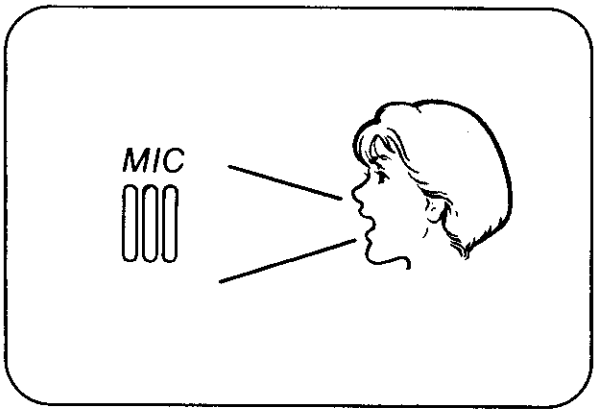
Recording a Message Memo

You may record a message memo at home on the ICM tape. It will be heard by anyone retrieving messages from a remote phone.



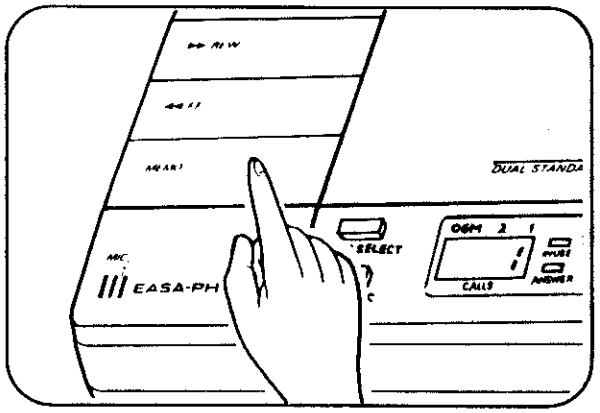
1 Press **MEMO** until a beep is heard.

- The number on the Call-Counter will increase by one.



2 **Speak** into the MIC.

- The IN USE indicator will flash.

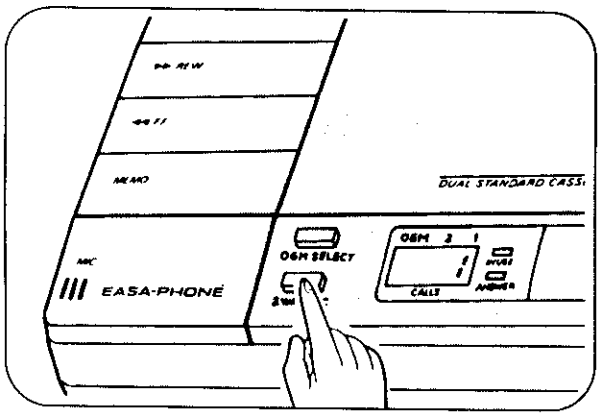


3 When recording is finished, press **MEMO** again.

- The IN USE indicator will go out.
- The ANSWER indicator will flash to show that your message was recorded, and the unit will be ready for recording incoming calls.

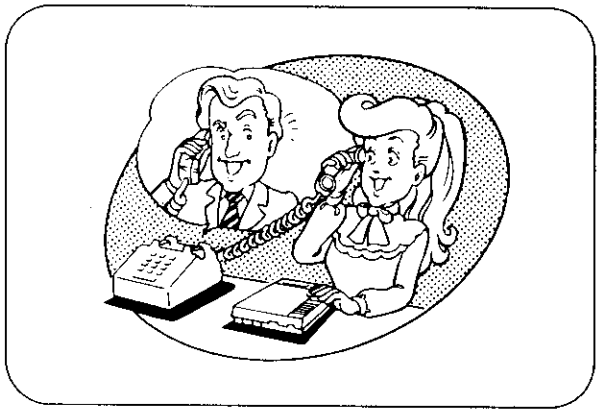
Recording a 2-Way Conversation (2-Way Recording)

While speaking with someone on the telephone, you can record the conversation. Some areas have imposed regulations on the manner in which 2-way telephone conversations may not be recorded. Consult your local public utility agency.



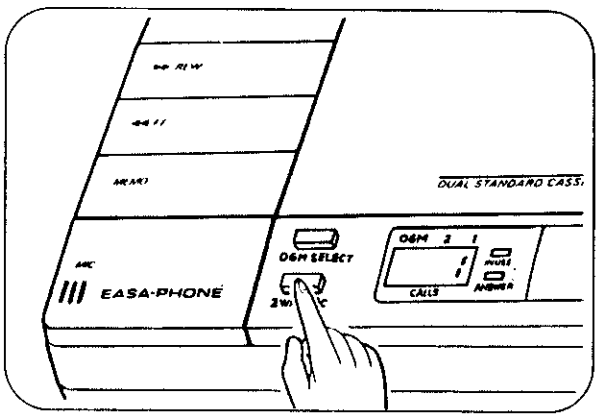
1 While having a conversation, press **2 WAY REC** until a beep is heard.

- The number on the Call-Counter will increase by one.
- The IN USE indicator will flash.
- The ANSWER indicator will light.



2 Continue with your conversation.

- A beep will sound every 15 seconds.

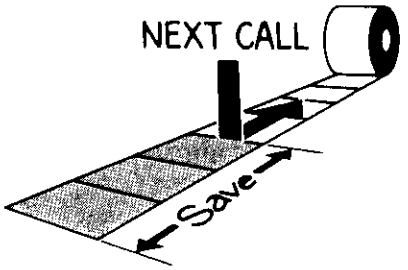


3 When recording is finished, press **2 WAY REC** again.

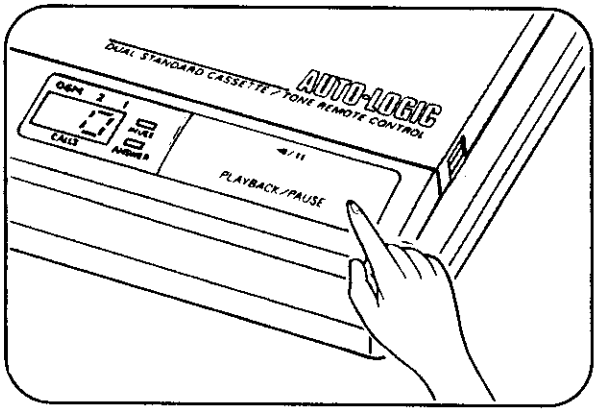
- The IN USE indicator will go out.
- The ANSWER indicator will flash to show that your conversation was recorded.
- The unit will be ready for recording incoming calls.

Saving the Recorded Messages

You can save the desired messages.

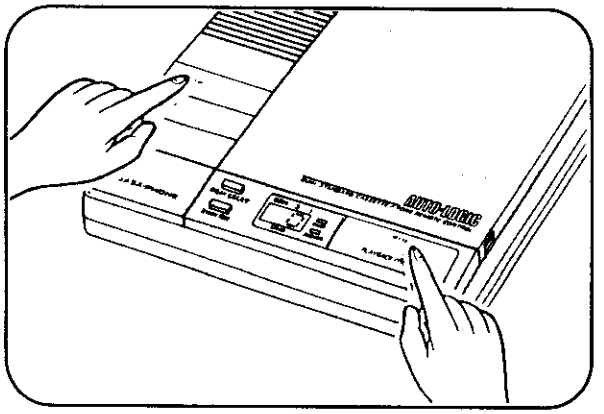


1 Play back the tape through the message you want to save.



2 Press **PLAYBACK/PAUSE** to pause.

- The IN USE indicator will flash.

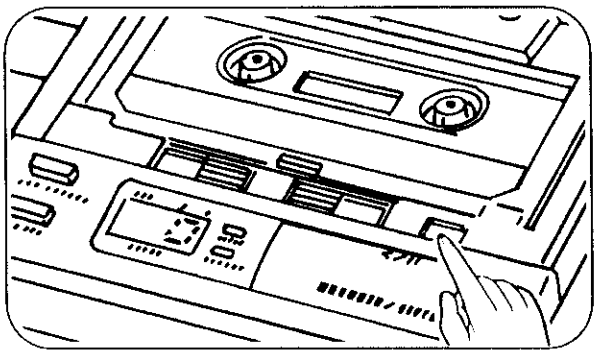


3 Press **PLAYBACK/PAUSE** and **REW** simultaneously.

- The IN USE indicator will go out.
- The ANSWER indicator will light.
- The Call-Counter will show "0".

Erasing the Recorded Messages

After you have played back the recorded messages, you can erase them by simply pressing the ICM ERASE button.

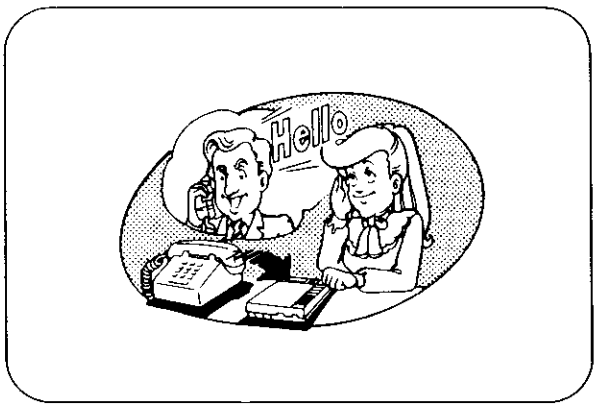


1 Press **ICM ERASE** until a beep is heard.

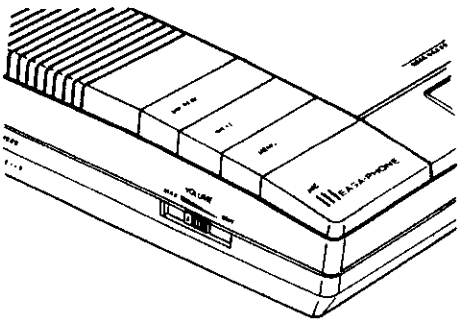
- The unit will erase the recorded messages while the tape is rewinding.
- To stop erasing, press the ICM ERASE button again.

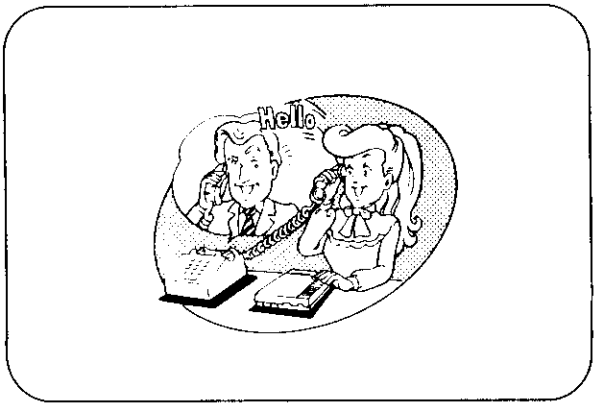
Monitoring the Incoming Calls

While an Incoming Message is being recorded, you can monitor it. Then you may choose to lift the telephone handset and speak to the caller directly.



1 Adjust the VOLUME control.
(left side of unit)



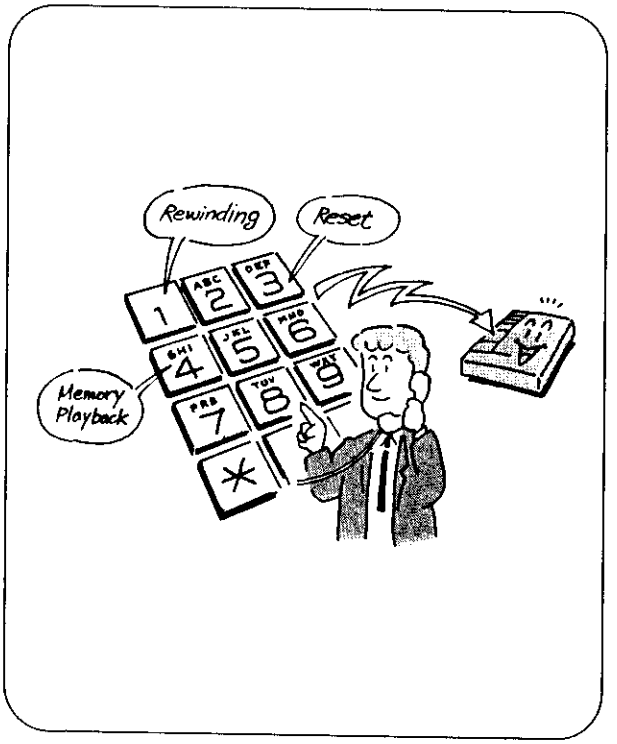


2 If you want to talk to the caller, lift the telephone handset and talk.

- The unit will automatically stop recording and will be ready for recording incoming messages.

How to Operate from a Remote Phone

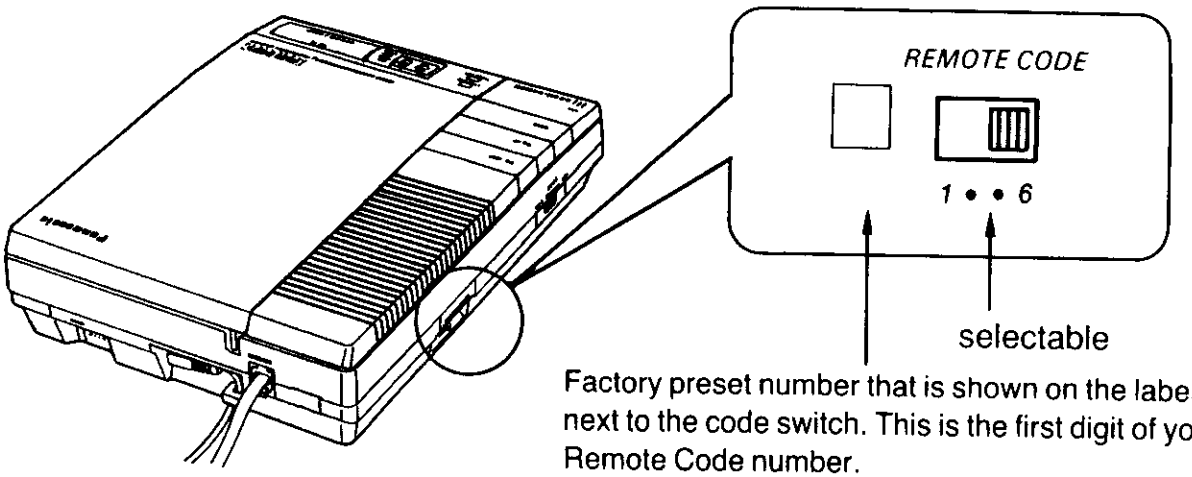
On the following pages we will explain following features:



- Playing Back Messages
- Playing Back Newly-Recorded Messages (Memory Playback)
- Rewinding/Fast Forwarding the ICM Tape while Listening to the Messages
- Recording a Marker Message
- Resetting the ICM Tape for Future Messages
- Monitoring Room Sound
- Changing the OGM Mode
- Re-recording the Outgoing Message
- Skipping OGM for ICM Recording
- Setting/Cancelling the Answer Mode

Setting the Remote Code

To get remote access, you must set and remember your remote code number. The REMOTE CODE number is made up of 2 digits, the first digit is factory preset, and the second digit is selectable. ("1" or "6")



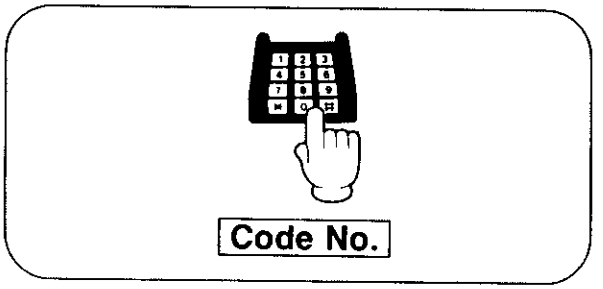
Factory preset number that is shown on the label next to the code switch. This is the first digit of your Remote Code number.

Example: If the factory preset number is "4", then your code number could be either "41" or "46" depending on the position of the REMOTE code switch.

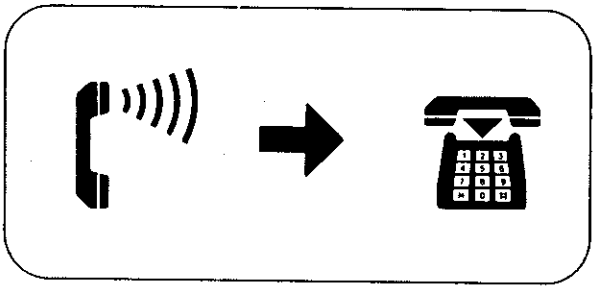
Quick Reference Card for remote operation *can be found on page 24. Detach the Card from the Operating Instructions and use it for your convenience.*

Playing Back Messages

You can listen to the recorded messages **by simply pressing your own code number**.



1 Press **the Code No.** (2 digits) during the OGM.
- A beep will sound, then other beeps will sound to tell you the number of recorded messages up to 8 times.
- The unit will rewind the tape to the beginning, and you will hear all the messages on the tape.

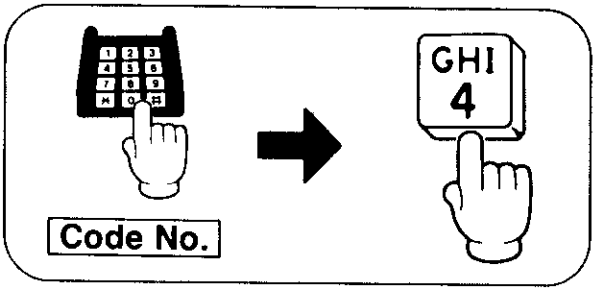


2 Listen to the recorded messages.
- 3 beeps will be heard after the last recorded message is played back.

3 Hang up.
- All calls will be saved automatically.

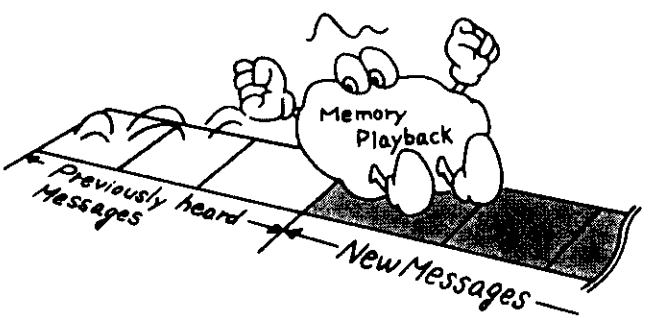
Playing Back Newly-Recorded Messages (Memory Playback)

When you have already heard the messages from a remote phone, you can skip them and **listen to the newly-recorded messages**.



1 Press **the Code No.** during the OGM.

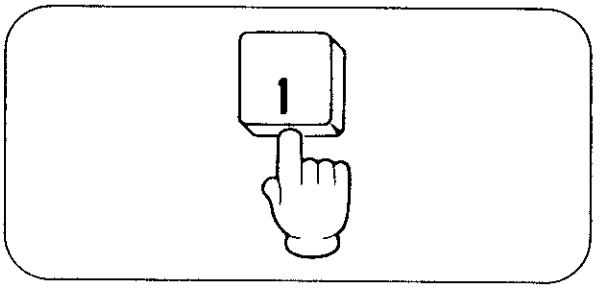
2 Press **"4"** right after you hear the beep tones indicating the number of the recorded messages.
- The unit will play back the new messages.



- Even during the playback of previously heard messages, you can skip them by pressing **"4"**.

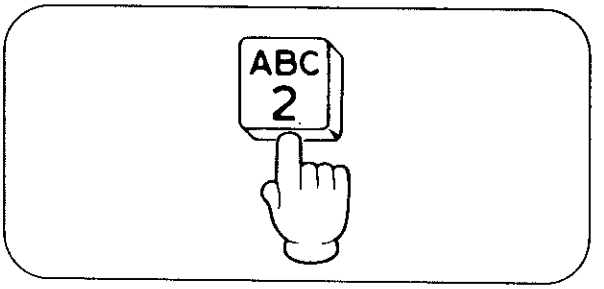
Rewinding/Fast Forwarding the ICM Tape while Listening to the Messages

To Back Space



1 Press "**1**".
- The tape will be rewound for approximately 15 seconds corresponding to the playback time.

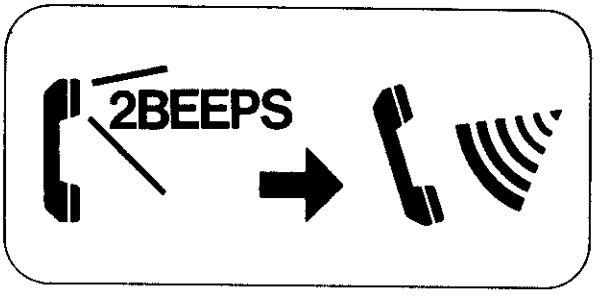
To Skip Forward



1 Press "**2**".
- The tape will be skipped forward for approximately 15 seconds corresponding to the playback time.

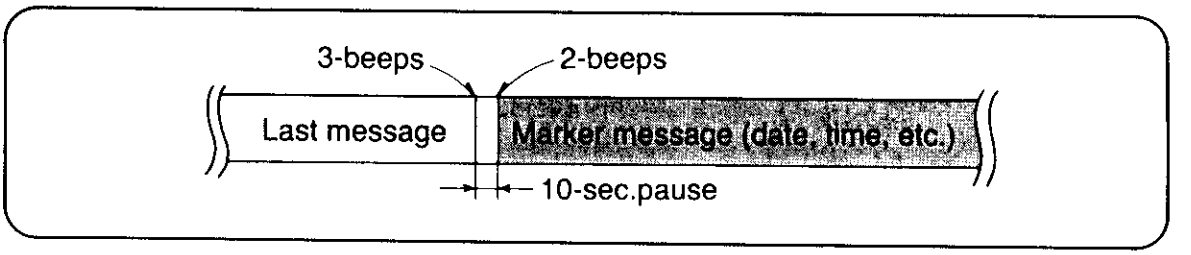
Recording a Marker Message

After reviewing all the messages, you can leave your index message on the tape. It will be heard by anyone retrieving messages.



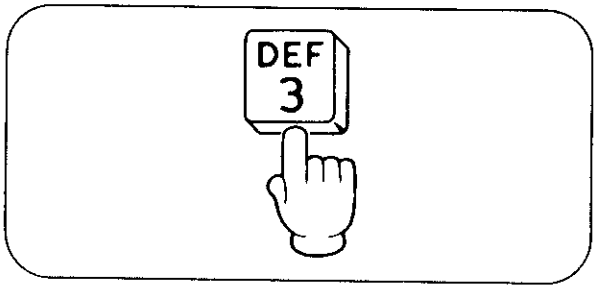
1 Start to talk right after the last 2 beeps.

2 When recording is finished, hang up.

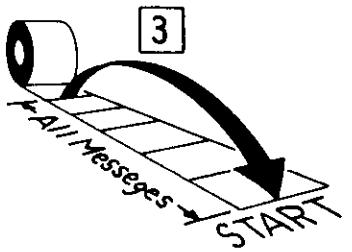


Resetting the ICM Tape for Future Messages

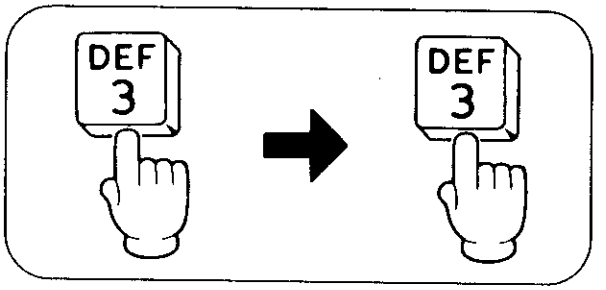
To record new Incoming Messages from the beginning of the tape, **after the recorded messages are played back or while they are being played;**



1 Press "**3**".
- The unit will rewind the tape to the beginning and a beep tone will be heard when the tape has been reset.

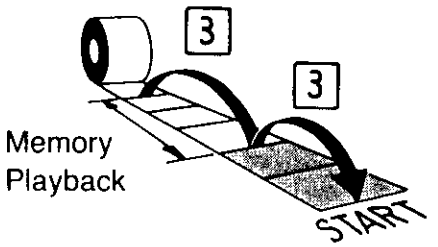


If you have used Memory Playback

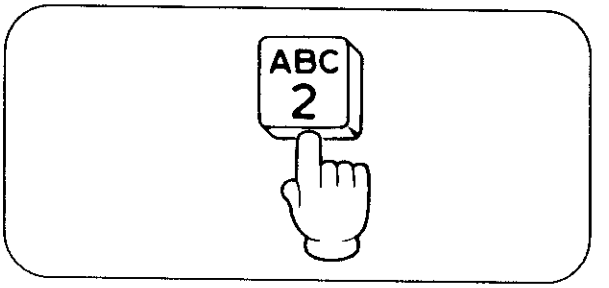


1 Press "**3**".
- The unit will rewind the tape to the beginning of **the newly-recorded messages** and a beep will be heard.

2 Press "**3**" again.
- A beep tone will be heard and the future messages will be recorded from the beginning of the ICM tape.



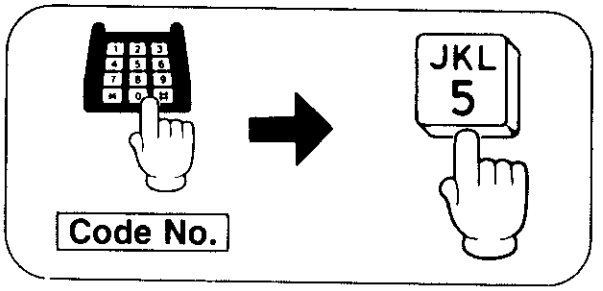
If you have reset the tape by mistake



1 Press "**2**" after the tape has been reset (one-beep), then hang up.
- The unit will advance the tape to the end of the recorded messages.

Monitoring Room Sound

You can monitor sounds in the room where the unit is installed.



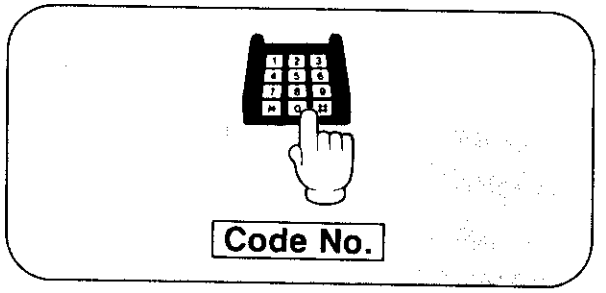
1 Press **the Code No.** during the OGM.

2 Press **"5"** right after you hear the beep tones indicating the number of the recorded messages.
- You can listen for 30 seconds.
- To listen further, press "5" again within 10 seconds of hearing one beep.

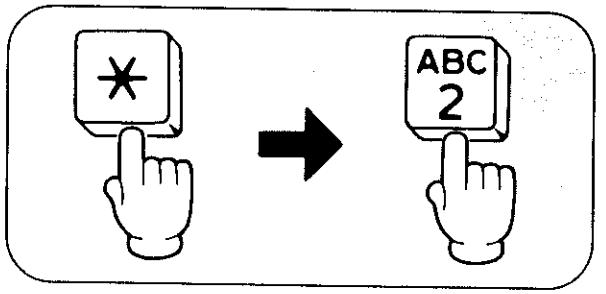
Changing the OGM Mode

You can change your OGM.

From OGM 1 to OGM 2



1 Press **the Code No.** during the OGM (OGM 1).



2 Press "✳", then press **"2"**.
- You can hear 2 beeps indicating the OGM 2.
- The unit will play back OGM 2. OGM 2 has now been selected.

From OGM 2 to OGM 1

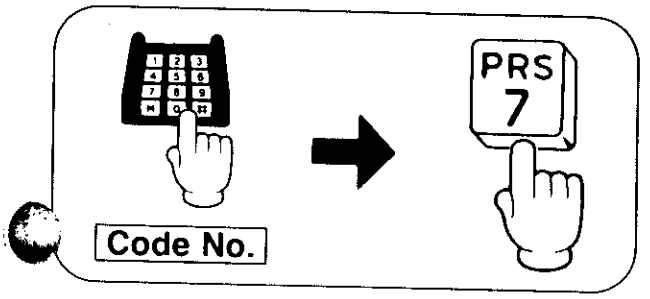
Press "1" instead of "2" at step 2 of "From OGM 1 to OGM 2".
- You can hear a beep indicating the OGM 1.
- The unit will play back OGM 1. OGM 1 has now been selected.

Re-recording the Outgoing Message

You can re-record the Outgoing Messages from a remote phone.

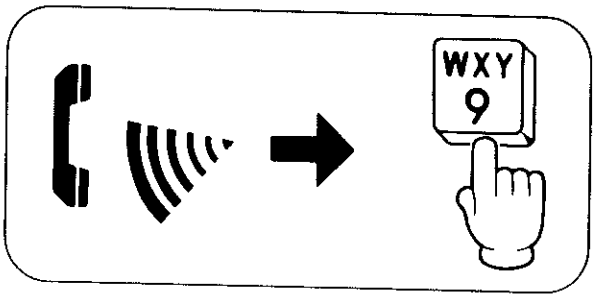
For Re-recording OGM1

Recording time is up to 30 seconds.



1 Press **the Code No.** during the OGM.

2 Press "**7**" right after you hear the beep tones indicating the number of recorded messages.
- Short beeps will be heard continuously until the OGM tape has been reset, and then a long beep will be heard.

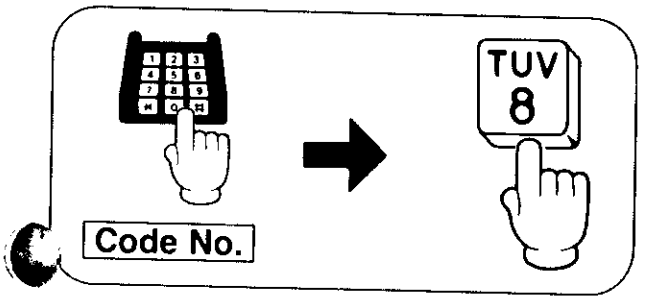


3 Speak clearly and loudly after you hear the long beep.
- **Do not pause for over 2 seconds while recording.**

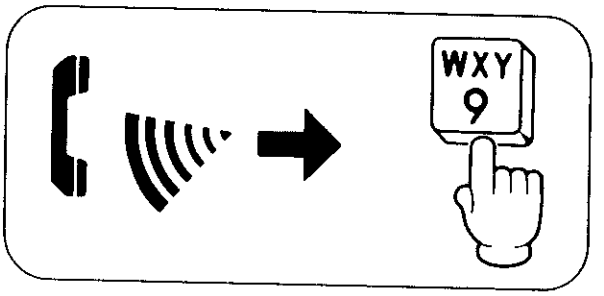
4 When recording is finished, press "**9**".
- The new OGM will be played back. So you can check or amend it.

For Re-recording OGM2

Recording time is to the tape end.



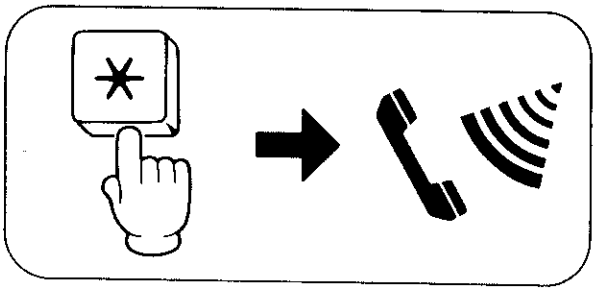
Press "8" instead of "7" at step 2 of "For Re-recording OGM1".



■ If you pause for over 2 seconds while recording, you will hear a series of warning tones (6 beeps). If this happens, repeat from step 2 within 10 seconds of hearing these beeps.

Skipping OGM for ICM Recording

If you or the caller does not want to hear the Outgoing Message, the unit **can be switched promptly to the Incoming Message mode**.



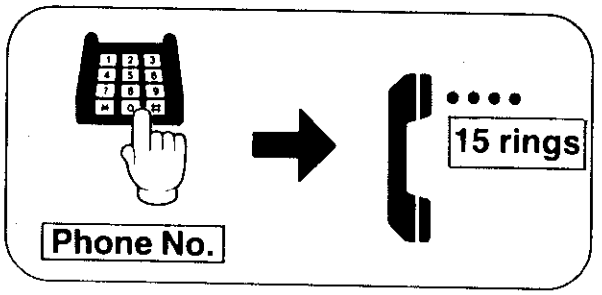
1 Press "✳" during the OGM.

2 **Speak** clearly and loudly after you hear the long beep to record your Incoming Message.

Setting/Cancelling the Answer Mode

You can easily set or cancel the Answer mode from a remote phone.

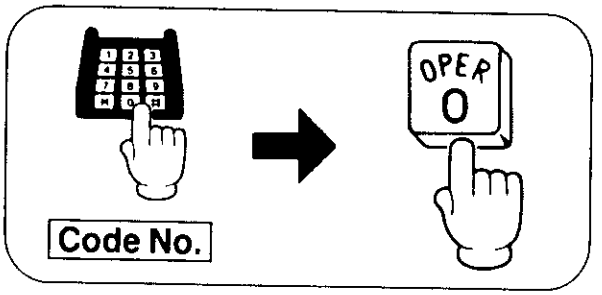
To Set When you forgot to set the unit to the answer mode:



1 Call your unit.

2 Wait for **15 rings**, the unit will answer.
- OGM will be heard, then hang up.
- The unit will be ready for recording incoming calls.

To Cancel



1 Call your unit.

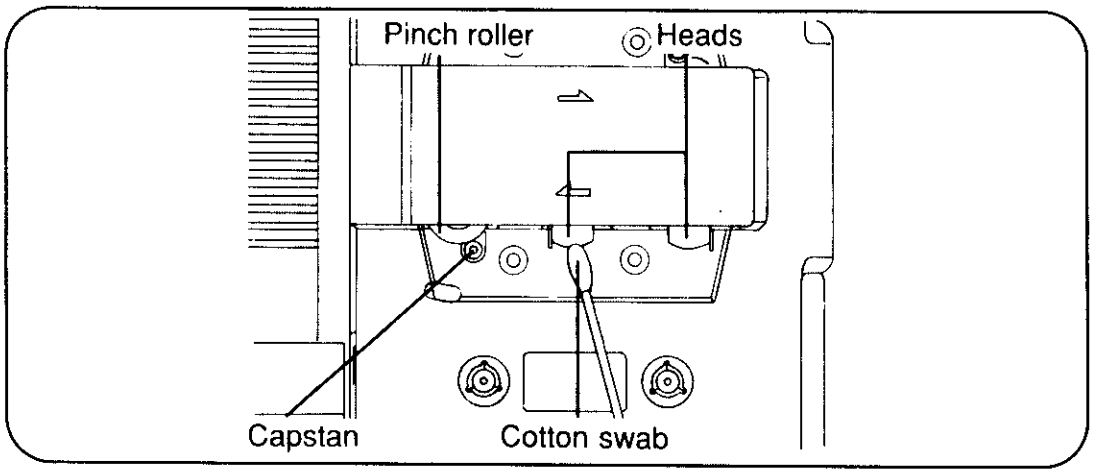
2 Press **the Code No.** during the OGM.

3 Press **"0"**.
- The unit will not pick up any calls.

Maintenance

Because the head and capstan assemblies are in contact with the tape, dirt and residue from the tape can easily adhere to these parts, causing distortion. These parts should be cleaned periodically in the manner described below.

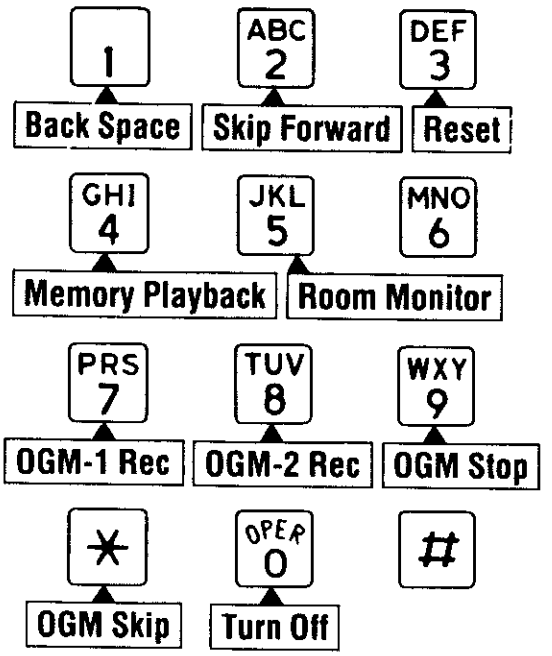
- **Clean the head surface, pinch roller and capstan with a cotton swab.**
  If these surfaces are extremely dirty, dampen the cotton swab with alcohol.



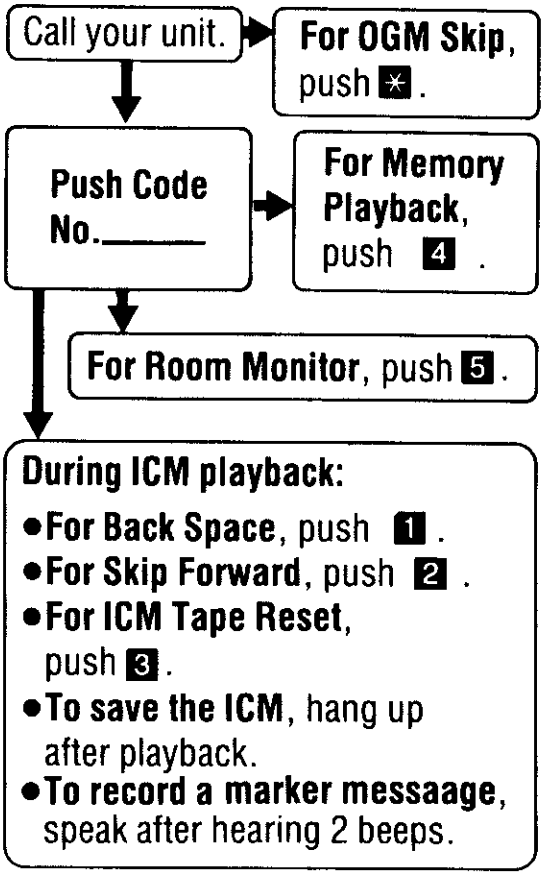
- Do not bring magnetic or metal objects, such as a screwdriver, near the head assemblies, as such objects could magnetize the heads.
- Do not oil any part of the unit.

QUICK REFERENCE CARD

FOR TONE REMOTE CONTROL

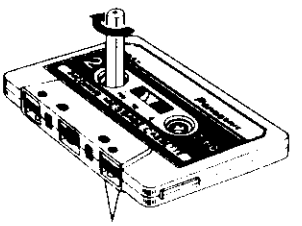


When you push a button, push firmly.


Call your unit.
For OGM Skip, push *.
Push Code No._____
For Memory Playback, push 4.
For Room Monitor, push 5.
During ICM playback:
●For Back Space, push 1.
●For Skip Forward, push 2.
●For ICM Tape Reset, push 3.
●To save the ICM, hang up after playback.
●To record a marker messaage, speak after hearing 2 beeps.

Cassette Tape

- For optimum sound quality and performance, **we recommend that you re-record your OGM every three months, use side two after six months and replace the tape every year** assuming that the unit answers about ten calls a day.
- Should the Incoming Message cassette tape break or become worn, replace it with a high quality "NORMAL" tape. Use Panasonic (C15, C30, C60, C90), or other high quality tape. Metal or chrome tape cannot be used.
- Never place a cassette tape near a magnetic source, such as a magnet or a TV set, because it may erase the tape.
- Slack in the tape can be tightened by rotating the tape reel with a pencil, as shown.



Call your unit.

To set the Answer mode remotely:
Wait for 15 rings, the unit will answer, then hang up.

Push Code No.

To turn off the unit remotely:
Push 0, then hang up.

RE-RECORDING THE OGM

1 Push 7 to re-record OGM 1.
or
Push 8 to re-record OGM 2.
2 Speak after the long beep.
- Do not pause for over 2 seconds.

3 When finished, push 9.

CHANGING THE OGM MODE

From OGM 1 to 2;
Push ✱, then 2.

From OGM 2 to 1;
Push ✱, then 1.

- The unit will play back the OGM.

Troubleshooting Guide

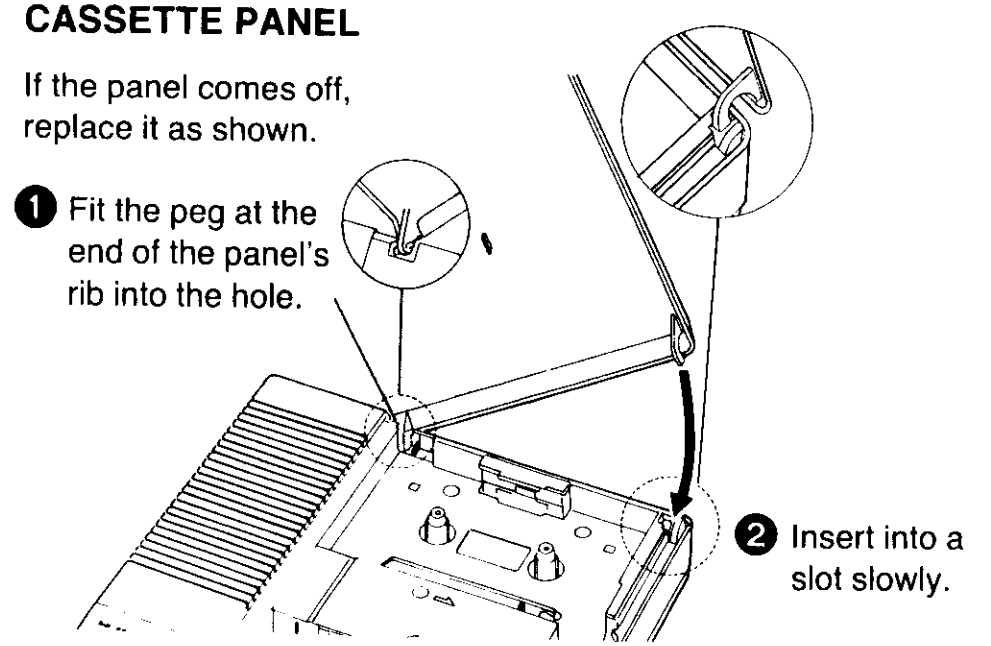
Problem	*Cause & Remedy*
• The unit does not work when I press any buttons. • I cannot remove the cassette from the unit.	Plug in the AC adaptor then switch the power on.
The unit has been set to the Answer mode, but no Incoming Messages are recorded.	• The OGM or ICM cassette is cut or is not inserted. Replace the cassette with a new one. • The OGM is recorded improperly. Record a new OGM. • The recording time selector is set to "ANN. ONLY".
The unit does not function. However, 6 beeps sound and the Call-Counter shows "E".	• OGM cassette might be broken. Replace it with a new one. • Clean the heads. (See page 24.)
While recording an OGM, 6 beep sounds are heard.	Re-record your OGM. Speak clearly and loudly, and do not pause for over 2 seconds while recording.
When the OGM or the ICM tape is played back, the sound level is low, even if the VOLUME control is turned up fully.	• Clean the Heads. (See Maintenance instruction on page 24.)
I have played back all the recorded messages and I want to record the next phone call after the last previously recorded message.	• Wait for 7 seconds. The unit will be ready to record the next phone call. • In case of remote operation, just hang up.
I press the button of a remote phone, but the unit does not respond.	• Make sure that you are entering your correct Code number. • Record the OGM in a quiet place.
Some ICM have not been recorded up to their end.	Set the CPC switch to "B". (See page 6.)
The ICM tape continues to run after a caller hangs up.	Set the recording time selector to "1 MIN".

Others

- If there is any trouble, disconnect the unit from the telephone line and connect a known working phone. If the known working phone operates properly, have your Panasonic unit repaired. If the known working telephone does not operate properly, consult with your telephone company.
- Do not use benzine, thinner, or similar solvents. Do not use abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and television. These noise sources can interfere with the performance of the unit.
- The unit should be kept free of dust, moisture high temperature and vibration, and should not be exposed to direct sunlight.
- Never attempt to insert wires, pins, etc. into the vents or other holes of this unit.

CASSETTE PANEL

If the panel comes off, replace it as shown.



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